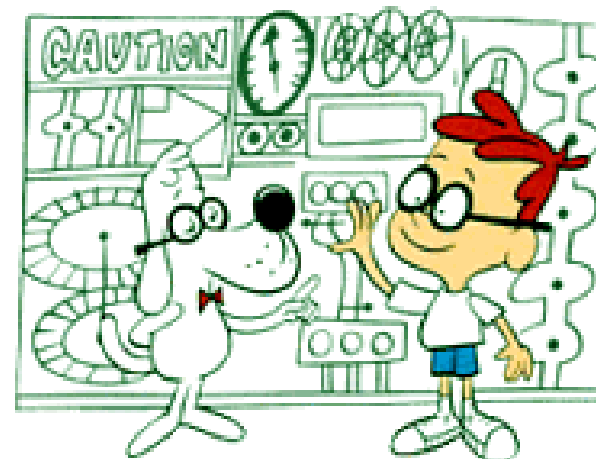




Visiting the Future: ConWrite 6



By Chris Miller

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MSG/PIW

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Updated: November 14, 2003



How to Use Version 6 Features

- **Briefing is separated in sections for the:**



- **Buyer**
- **Boss**
- **PR Meister**
- **CloseOut Meister**
- **ConWrite Administrator**

- **This is the Buyer's Briefing**



Topics

- **How to Make a Buy Plan with an ABSS PR**
- **How to Make a Buy Plan without a PR**
- **How to Enter a PR**
- **How to Fill-in Milestones**
- **How to Connect Buy Plan to Contract Action**
- **How to Use the Bells and Whistles**



Version 6.0 screens

ConWrite Login

ConWrite

5.5.0

Never do card

Database

V60 DATABASE

Database is hoonwrite

Exit

Buy Plans and Milestones

File Tools Reports SetUp

No new PRs

☐ Adv Search

Buyer **CHRISTOPHER D. MILLER**

BuyPlan Number	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
FA8507-04-C-0018 P00001	Procurement Started	20 Oct 2003			
FA8507-04-C-0028	Acquisition Strategy Panel Comp	29 Oct 2003	💣	28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003	💣	05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003	💣	20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 5

Exit

ConWrite - Workbasket

File Tools Reports Setup Admin Expert Help

Find first action starting with:

MSG PKB Buyer: **SEAN G. HALPIN**

Contract Document	Type Action	Last Updated	PDF
FA8770-03-C-0004	CONTRACT	30 Oct 2003	1
FA8620-02-C-0001	CONTRACT	22 Oct 2003	1
FA8770-03-2-0024	COOP AGREEI	18 Jul 2003	09
FA8620-02-2-0000	COOP AGREEI	28 Oct 2003	1
FA8770-03-D-0001 0003	DO	29 Oct 2003	0
FA8770-03-D-0002 0001	DO	31 Jul 2003	09
FA8620-02-D-0000 0001	DO	29 Oct 2003	1
FA8770-03-D-0001 0002	DO	23 Apr 2003	1
FA8620-02-G-0000 0001	DO	29 Oct 2003	0
FA8770-03-D-0002 0002	DO	24 Sep 2003	1
FA8770-03-D-9099 000002	DO MOD	31 Jul 2003	09
FA8770-03-D-0001 000201	DO MOD	24 Sep 2003	1
FA8770-03-D-0003 000101	DO MOD	29 Apr 2003	1
FA8770-02-1-0000	GRANT	30 Oct 2003	1
FA8770-03-1-0022	GRANT	18 Jul 2003	10
FA8770-03-1-0005	GRANT	22 Apr 2003	1
FA8620-02-1-0000	GRANT PROFIT	28 Oct 2003	1
FA8770-03-C-0003 P00002	MOD	30 Oct 2003	1
FA8770-03-C-0002 P00001	MOD	30 Jul 2003	15
FA8770-03-C-0000 P00001	MOD	24 Sep 2003	1

15 of 40 documents found.



How to Create a Buy Plan Using a PR from ABSS



Buy Plans and Milestones

Buy Plans and Milestones

File Tools Reports SetUp

No new PRs ☐ Adv Search Edit Buyer CHRISTOPHER D. MILLER

BuyPlan Number	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
FA8507-04-C-0018 P00001	Procurement Started	20 Oct 2003			
FA8507-04-C-0028	Acquisition Strategy Panel Comp	29 Oct 2003		28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003		05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003		20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 5

Exit Edit Milestones To Work Basket



How to Create a Buy Plan

Click To Assign New PR



Buy Plans and Milestones [Window Controls]

File Tools Reports SetUp

Click to Assign New PR ☐ Adv Search Buyer: **CHRISTOPHER D. MILLER**

BuyPlan Number	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
FA8507-04-C-0018 P00001	Procurement Started	20 Oct 2003			
FA8507-04-C-0028	Acquisition Strategy Panel Comp	29 Oct 2003		28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003		05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003		20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 5



Connect PR

Connect PR

File
PR

---Unassigned PRs---

COMMERCIALDO	0002
FY14559933333	0001
GRANT01	0001
MOD02D999901	0001
MOD2K02C9994	0001
SEANTEST1	0001

Connect to New Buy Plan

Transfer to


Connect to Existing Buy Plan

Stuckees

Return to PR Meister

In-Process Buy Plans

	Started
FA8507-04-C-0018 P00001	20 Oct 2003
FA8507-04-C-0028	21 Oct 2003
FA8507-04-C-0030	21 Oct 2003
FA8507-04-D-0019 0001	20 Oct 2003
FA8507-89-C-9393 P00002	25 Sep 2003





Select PR then

click Connect to New Buy Plan

Connect PR

File

PR

PR Description

---Unassigned PRs---

COMMERCIALDO	0002
FY14559933333	0001
GRANT01	0001
MOD02D999901	0001
MOD2K02C9994	0001
SEANTEST1	0001

PR: FY14559933333 0001

Date Received: 06 Nov 2003

Quantity: 0

Appropriation: 57

Obl: \$ 400,000.00

Ship To:

Mark For:

Description:

Desc

How you doing

Just fine

how bout yourself

can't complain

This scrolls, but doesn't show scrollbar

Connect to New Buy Plan

Transfer to

Connect to Existing Buy Plan

Stuckees

Return to PR Meister

In-Process Buy Plans

FA8507-04-C-0018	P00001	20 Oct 2003
FA8507-04-C-0028		21 Oct 2003
FA8507-04-C-0030		21 Oct 2003
FA8507-04-D-0019	0001	20 Oct 2003
FA8507-89-C-9393	P00002	25 Sep 2003

Started

FA8507-04-C-0018	P00001	20 Oct 2003
FA8507-04-C-0028		21 Oct 2003
FA8507-04-C-0030		21 Oct 2003
FA8507-04-D-0019	0001	20 Oct 2003
FA8507-89-C-9393	P00002	25 Sep 2003



Buy Plan Number

Buy Plan Number [X]

Options

Type Action

Enter Buy Plan Number

☒ New Start

☐ Mod

☐ Delivery Order

☐ Delivery Order Mod

☐ Other Agency Delivery Order

☐ Other Agency Delivery Order Mod

FA8507 04 C 0031

Next Available

Enter Purchase Orders, IFBs, Assistance Instruments, BOAs as New Starts

← Ok



Buy Plan Info

Buy Plan Info for Contract FA8770-01-C-0005

Options

Estimated Obligation Amount
\$5,000,000,000.00

Change to Face Value
\$5,000,000,000.00

Build Milestone Schedule based on
☒ Start Date 03 NOV 2003
☐ End Date

Schedule
☒ Buy Plan
☐ Pre-Procurement + Buy Plan

PR Lines Attached to Buy Plan
DELIVERYORDER 0001

Contract Actions Attached to Buy Plan
none

Type of Network
☐ Undefined
☐ SBIR
☐ BAA or PRDA
☐ IFB
☐ Sole Source
☒ Competitive

Program Manager
☐ PEO
☐ DAC
☒ Other

Specialized Procurement
☐ 8 (a)
☐ BAA
☐ PRDA
☐ BAA/PRDA Subsequent Action
☐ RDSSP
☐ SBIR Phase 1
☐ SBIR Phase 2
☐ SBIR Phase 3
☐ STTR Phase 1
☐ STTR Phase 2

Source Selection Categories
☐ Basic - less than \$ 10 Million
☐ Median - \$ 10 million to \$ 100 million
☒ Agency - over \$ 100 million

These dollar figures are for everything except Information Technology. For IT:
Basic is less than \$ 15 million for single year and \$ 30 million total.
Median is over basic and less than \$120 million.
Agency is over \$120 million.

Your In-Process Contract Actions
FA8770-03-D-0003 000101
FA8770-03-1-0005
FA8770-03-C-0000 P00001
FA8770-03-C-0002 P00001

← Ok



Create Milestones

Adjust Days Between Events



Create Milestones for FA8770-01-C-0005

Milestones	Due Date	Days Between Events	Buy Plan Details
Procurement Started	Mon 03 Nov 2003	76	<input type="checkbox"/> Changes affect all milestones <div>Add/Delete Milestones</div> <div>COMPETITIVE CONTRACT</div> <div>\$5,000,000,000.00</div> <div>Reset milestones to standard network times</div>
Acquisition Strategy Panel Completed	Wed 25 Feb 2004	78	
Solicitation Issued	Wed 16 Jun 2004	50	
Proposals/Bids Received	Thu 26 Aug 2004	65	
Price Analysis/Tech Eval/Audit Received	Wed 01 Dec 2004	41	
Negotiations Completed	Tue 01 Feb 2005	35	
Award Mailed	Wed 23 Mar 2005		

Procurement Lead Time standard = 345 **345**

OK



Add Milestones to Buy Plan



Create Milestones for FA8507-04-C-0004

Milestones	Grab Bag List of Events
Procurement Started	PRE-PROCUREMENT
Acquisition Strategy Panel Completed	Pre-Procurement Activity Started
Solicitation Issued	Joint Requirements Document Approved
Proposals/Bids Received	PRE-SOLICITATION
Price Analysis/Tech Eval/Audit Received	Acquisition Plan Approved
Negotiations Completed	Source Selection Plan Prepared
Award Mailed	Source Selection Plan Approval
	NEGOTIATIONS / DISCUSSION
	Tech Eval Rec'd
	Initial Evaluation Completed
	Final Technical Evaluation Completed
	Fact Finding Completed
	POST-NEGOTIATION
	PNM / PCM Approved
	Contract Writing Complete
	POST-AWARD
	Fee Determining Official Decision
	Debriefings Complete
	EU - Electronic Records Updated

	PRE-PROCUREMENT
	ESIS - Early Strategy Info Session
	Adv Change Study Notice CCB Directive Rcvd
	Acquisition Plan Starts
	Acquisition Plan Package Completed
	Acquisition Plan Released For Coordination
	Local Acquisition Strategy Panel Held
	Request Source Selection Authority Delegation

To Add Milestone: Highlight milestone from Grab Bag list and drag-and-drop it onto the Milestones.

To Delete Milestone: Highlight milestone and drag-and-drop it onto Grab Bag list.

Done - adding Milestones



How to Create a Buy Plan Without a PR



Buy Plans and Milestones

Buy Plans and Milestones

File Tools Reports SetUp

☐ Adv Search

Buyer


Find PR
Find Contract
Find Buy Plan
Create BuyPlan Without PR
Create PR

Buy Plan	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
FA8507-04-D-0019 0001	Procurement Started	20 Oct 2003			
FA8507-04-D-0019 0001	Acquisition Strategy Panel Comp	29 Oct 2003		28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-D-0019 0001	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003		05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003		20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 5



Buy Plan Number

 **Buy Plan Number** ✕

Options

Type Action

☒ New Start

☐ Mod

☐ Delivery Order

☐ Delivery Order Mod

☐ Other Agency Delivery Order


☐ Other Agency Delivery Order Mod

Enter Buy Plan Number

FA8507 04 C 0031

Next Available

Enter Purchase Orders, IFBs, Assistance Instruments, BOAs as New Starts

 Ok



Buy Plan Info

Buy Plan Info for Contract FA8507-04-C-0031

Options

Estimated Obligation Amount

Change to Face Value

Build Milestone Schedule based on
☒ Start Date 12 Nov 2003
☐ End Date

Schedule
☒ Buy Plan
☐ Pre-Procurement + Buy Plan

PR Lines Attached to Buy Plan

Contract Actions Attached to Buy Plan

Type of Network
☐ Undefined
☐ SBIR
☐ BAA or PRDA
☐ IFB
☐ Sole Source
☐ Competitive

Program Manager
☐ PEO
☐ DAC
☐ Other

Specialized Procurement
☐ 8 (a)
☐ BAA
☐ PRDA
☐ BAA/PRDA Subsequent Action
☐ RDSSP
☐ SBIR Phase 1
☐ SBIR Phase 2
☐ SBIR Phase 3
☐ STTR Phase 1
☐ STTR Phase 2

Your In-Process Contract Actions
F33615-01-1-0002
F33615-01-1-0003
F33615-01-1-0002 P00001
F33615-01-1-0003 P00001

← Ok



Create Milestones

Create Milestones for FA8770-01-C-0005

Milestones	Due Date	Days Between Events	Buy Plan Details
Procurement Started	Mon 03 Nov 2003	76	<input type="checkbox"/> Changes affect all milestones Add/Delete Milestones COMPETITIVE CONTRACT \$5,000,000,000.00 Reset milestones to standard network times
Acquisition Strategy Panel Completed	Wed 25 Feb 2004	78	
Solicitation Issued	Wed 16 Jun 2004	50	
Proposals/Bids Received	Thu 26 Aug 2004	65	
Price Analysis/Tech Eval/Audit Received	Wed 01 Dec 2004	41	
Negotiations Completed	Tue 01 Feb 2005	35	
Award Mailed	Wed 23 Mar 2005		

Procurement Lead Time standard = 345 **345**



Add Milestones to Buy Plan



Create Milestones for FA8507-04-C-0004

Milestones	Grab Bag List of Events
Procurement Started	PRE-PROCUREMENT
Acquisition Strategy Panel Completed	Pre-Procurement Activity Started
Solicitation Issued	Joint Requirements Document Approved
Proposals/Bids Received	PRE-SOLICITATION
Price Analysis/Tech Eval/Audit Received	Acquisition Plan Approved
Negotiations Completed	Source Selection Plan Prepared
Award Mailed	Source Selection Plan Approval
	NEGOTIATIONS / DISCUSSION
	Tech Eval Rec'd
	Initial Evaluation Completed
	Final Technical Evaluation Completed
	Fact Finding Completed
	POST-NEGOTIATION
	PNM / PCM Approved
	Contract Writing Complete
	POST-AWARD
	Fee Determining Official Decision
	Debriefings Complete
	EU - Electronic Records Updated

	PRE-PROCUREMENT
	ESIS - Early Strategy Info Session
	Adv Change Study Notice CCB Directive Rcvd
	Acquisition Plan Starts
	Acquisition Plan Package Completed
	Acquisition Plan Released For Coordination
	Local Acquisition Strategy Panel Held
	Request Source Selection Authority Delegation

To Add Milestone: Highlight milestone from Grab Bag list and drag-and-drop it onto the Milestones.

To Delete Milestone: Highlight milestone and drag-and-drop it onto Grab Bag list.

Done - adding Milestones



How to Enter a PR



How to Enter PR

Buy Plans and Milestones

File Tools Reports SetUp

☐ Adv Search

Buyer

Find PR
Find Contract
Find Buy Plan
Create BuyPlan Without PR
Create PR

Buy Plan	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
FA8507-04-D-0019 0001	Procurement Started	20 Oct 2003			
FA8507-04-D-0019 0001	Acquisition Strategy Panel Comp	29 Oct 2003		28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-D-0019 0001	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003		05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003		20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 5



Enter PR Info

PR Create

Appropriation: 57 43600 Limit SubHead (rarely used):
Fund Format: AF

Supplemental Accounting Classification:
294 47wL 000000 000000 00000 000000

ADSN: 565600 CPN: F95600 JON: WBS:

PR/MIPR: FY14550401234 Obligation Amount: \$125,000.00

Quantity: 1 Ship To: FA8504 Mark For: FA8506

Description:
PR to buy a Catamaran for the buyer

Assign PR to:
☒ Me
☐ PR Meister

← OK



How to Fill-in Milestones



Highlight and click Edit Milestones



Buy Plans and Milestones [Window Title Bar]

File Tools Reports SetUp

Click to Assign New PR ☐ Adv Search **Edit** Buyer **CHRISTOPHER D. MILLER**

BuyPlan Number	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
FA8507-04-C-0018 P00001	Procurement Started	20 Oct 2003			
FA8507-04-C-0028	Acquisition Strategy Panel Comp	29 Oct 2003		28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003		05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003		20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 5

Exit **Edit Milestones** **To Work Basket**



Elements of Edit Milestones

Scheduled vs Actual



Edit Milestones for FA8507-04-C-0028

File Edit

B *I* U ABC



How to Enter Actual Date





Elements of Edit Milestones



How to Enter Actual Date 2

Edit Milestones for FA8507-04-C-0028

File Edit

B *I* U ABC REC

Milestones

- Procurement Started
- Acquisition Strategy Panel
- Solicitation Issued
- Proposals/Bids Received
- Price Analysis/Tech Eval/A
- Negotiations Completed
- Award Mailed

Procurement Lead Time

Calendar

PICK YOUR OWN PUMPKINS

<< 2003 >>

<< November >>

Su Mo Tu We Th Fr Sa

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Today Blank

Ok

D 1423 28 Nov 2003

ed	Actual
003	21 Oct 2003
003	
003	
003	
003	
003	
004	
004	

☐ Show Forecast

View Buy Plan

On schedule

Close



Elements of Edit Milestones

How to Show Forecast



Edit Milestones for FA8507-04-C-0028

File Edit

B *I* U ABC ABC A

Dr Dave re-dating DD 1423 28 Nov 2003

Milestones	Scheduled	Actual
Procurement Started	21 Oct 2003	21 Oct 2003
Acquisition Strategy Panel Completed	29 Oct 2003	12 Nov 2003
Solicitation Issued	21 Nov 2003	
Proposals/Bids Received	08 Dec 2003	
Price Analysis/Tech Eval/Audit Received	31 Dec 2003	
Negotiations Completed	09 Jan 2004	
Award Mailed	03 Feb 2004	

Procurement Lead Time standard = 70 70

☐ Show Forecast
View Buy Plan

9 work days behind schedule

Close



Elements of Edit Milestones

Advance Concept - How to Change Forecast



Edit Milestones for FA8507-04-C-0028


File Edit

B I U ABC **Dr Dave re-dating DD 1423** **28 Nov 2003**

Milestones	Scheduled	Actual
Procurement Started	21 Oct 2003	21 Oct 2003
Acquisition Strategy Panel Completed	29 Oct 2003	12 Nov 2003
Solicitation Issued	21 Nov 2003	05 Dec 2003
Proposals/Bids Received	08 Dec 2003	19 Dec 2003
Price Analysis/Tech Eval/Audit Received	31 Dec 2003	14 Jan 2004
Negotiations Completed	09 Jan 2004	23 Jan 2004
Award Mailed	03 Feb 2004	17 Feb 2004

☒ Show Forecast

View Buy Plan



9 work days behind schedule

Procurement Lead Time	standard = 70	70	79
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Close



Elements of Edit Milestones



Advance Concept - How to Change Forecast 2

Edit Milestones for FA8507-04-C-0028

File Edit

B I U ABC

Milestones

- Procurement Started
- Acquisition Strategy Panel
- Solicitation Issued
- Proposals/Bids Received
- Price Analysis/Tech Eval/A
- Negotiations Completed
- Award Mailed

Procurement Lead Time

Calendar

PICK YOUR OWN PUMPKINS

<< 2003 >>

<<< November >>>

Su Mo Tu We Th Fr Sa

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Today Blank

← Ok

D 1423 28 Nov 2003

ed	Actual
003	21 Oct 2003
003	12 Nov 2003
003	05 Dec 2003
003	19 Dec 2003
003	14 Jan 2004
004	23 Jan 2004
004	17 Feb 2004

☒ Show Forecast

View Buy Plan

9 work days behind schedule

79

Close



Elements of Edit Milestones



Advance Concept - How to Change Forecast 3

Edit Milestones for FA8507-04-C-0028

File Edit

B *I* U ABC [Color] [Cut] [Paste] [Check] [Print] [A]

Dr Dave re-dating DD 1423 28 Nov 2003

Milestones	Scheduled	Actual
Procurement Started	21 Oct 2003	21 Oct 2003
Acquisition Strategy Panel Completed	29 Oct 2003	12 Nov 2003
Solicitation Issued	21 Nov 2003	21 NOV 2003
Proposals/Bids Received	08 Dec 2003	19 Dec 2003
Price Analysis/Tech Eval/Audit Received	31 Dec 2003	14 Jan 2004
Negotiations Complet		23 Jan 2004
Award Mailed		17 Feb 2004

Procurement Lead Ti

79


ConWrite

This future date will be considered a Forecast date

OK Cancel

☒ Show Forecast

View Buy Plan



9 work days behind schedule

Close



Elements of Edit Milestones

Advance Concept - How to Change Forecast - Result



Edit Milestones for FA8507-04-C-0028

File Edit

B *I* U ABC REC A

Dr Dave re-dating DD 1423 28 Nov 2003

Milestones	Scheduled	Actual
Procurement Started	21 Oct 2003	21 Oct 2003
Acquisition Strategy Panel Completed	29 Oct 2003	12 Nov 2003
Solicitation Issued	21 Nov 2003	21 Nov 2003
Proposals/Bids Received	08 Dec 2003	08 Dec 2003
Price Analysis/Tech Eval/Audit Received	31 Dec 2003	31 Dec 2003
Negotiations Completed	09 Jan 2004	09 Jan 2004
Award Mailed	03 Feb 2004	03 Feb 2004

☒ Show Forecast

View Buy Plan

On schedule

Procurement Lead Time	standard = 70	70	70
-----------------------	---------------	----	----

Close



Tickler

Double-Click to Edit Tickler



Edit Milestones for FA8507-04-C-0028

File Edit

B I U ABC **A**

Dr Dave re-dating DD 1423 28 Nov 2003

Milestones	Scheduled	Actual
Procurement Started	21 Oct 2003	21 Oct 2003
Acquisition Strategy Panel Completed	29 Oct 2003	12 Nov 2003
Solicitation Issued	21 Nov 2003	21 Nov 2003
Proposals/Bids Received	08 Dec 2003	08 Dec 2003
Price Analysis/Tech Eval/Audit Received	31 Dec 2003	31 Dec 2003
Negotiations Completed	09 Jan 2004	09 Jan 2004
Award Mailed	03 Feb 2004	03 Feb 2004

☒ Show Forecast

View Buy Plan

On schedule

Procurement Lead Time	standard = 70	70	70
-----------------------	---------------	----	----

Close



Tickler

Editing Tickler



Edit Milestones for FA8507-04-C-0028

File Edit

B *I* U ABC ABC A

Dr Dave re-dating DD 1423 28 Nov 2003

Milestones	Scheduled	Actual
Procurement Started	21 Oct 2003	21 Oct 2003
Acquisition Strategy Panel Completed	29 Oct 2003	12 Nov 2003
Solicitation Issued	21 Nov 2003	21 Nov 2003
Proposals/Bids		c 2003
Price Analysis		c 2003
Negotiations Co		n 2004
Award Mailed		b 2004
Procurement L		0

☒ Show Forecast
[View Buy Plan](#)

On schedule

Buy Plan Tickler

Dr Dave re-dating DD 1423

Due Date

28 Nov 2003

Delete

← Save

Close



Milestone - Journal



Edit Milestones for FA8507-04-C-0028

File Edit

B *I* U ABC

Dr Dave re-dating DD 1423

28 Nov 2003

Milestones	Scheduled	Actual
Procurement Started	21 Oct 2003	21 Oct 2003
Acquisition Strategy Panel Completed	29 Oct 2003	12 Nov 2003
Solicitation Issued	21 Nov 2003	21 Nov 2003

I changed the Solicitation Issued forecast because I'm **psychic**.
The world will come to an end before then, so I don't have to worry.
I'm not even **working** on it.
You can cut-and-paste from other applications.

☒ Show Forecast

View Buy Plan

On schedule

Proposals/Bids Received	08 Dec 2003	08 Dec 2003
Price Analysis/Tech Eval/Audit Received	31 Dec 2003	31 Dec 2003
Negotiations Completed	09 Jan 2004	09 Jan 2004
Award Mailed	03 Feb 2004	03 Feb 2004

Procurement Lead Time standard = 70

70

70

Close



How to Connect Buy Plan to Contract Action



How to Connect Buy Plan to Contract Action

Main Method



New Action

Options

Government

- ☒ Contract
- ☐ Purchase Order
- ☐ RDSS/C Contract
- ☐ Letter Contract
- ☐ Architect - Engineer Contract

Commercial

- ☐ Commercial Contract
- ☐ Commercial Purchase Order

Buy Plan

- FA8507-04-C-0018 P00001
- FA8507-04-C-0028
- FA8507-04-C-0030
- FA8507-04-D-0019 0001
- FA8507-89-C-9393 P00002

FA8507	04	C	0010
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Next Available

Solicit

Contracts

Mods

Delivery Orders

Assist. Instr.

Misc.

Name of Program

You can't create new action without connecting it to an existing Buy Plan



How to Connect Existing Contract Action to Buy Plan



Highlight existing Buy Plan and click Edit Milestones

Buy Plans and Milestones [Window Title Bar]

File Tools Reports SetUp

[Click to Assign New PR](#) ☐ Adv Search [Edit](#) Buyer: **CHRISTOPHER D. MILLER**

BuyPlan Number	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
FA8507-04-C-0018 P00001	Procurement Started	20 Oct 2003			
FA8507-04-C-0028	Proposals/Bids Received	08 Dec 2003		28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003		05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003		20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 5

[Exit](#) [Edit Milestones](#) [To Work Basket](#)



How to Connect Existing Contract Action to Buy Plan - 2



Click View Buy Plan

Edit Milestones for FA8507-04-C-0028

File Edit

B I U ABC **Dr Dave re-dating DD 1423** **28 Nov 2003**

Milestones	Scheduled	Actual
Procurement Started	21 Oct 2003	21 Oct 2003
Acquisition Strategy Panel Completed	29 Oct 2003	12 Nov 2003
Solicitation Issued	21 Nov 2003	
Proposals/Bids Received	08 Dec 2003	
Price Analysis/Tech Eval/Audit Received	31 Dec 2003	
Negotiations Completed	09 Jan 2004	
Award Mailed	03 Feb 2004	

☐ Show Forecast

View Buy Plan

On schedule

Procurement Lead Time standard = 70 70

Close



How to Connect Existing Contract Action to Buy Plan - 3



Find Contract Action and click Left Arrow button

Buy Plan Info for Contract FA8507-04-C-0028

Options

Estimated Obligation Amount
\$1,000,000.00

Change to Face Value
\$1,200,000.00

Type of Network

- ☐ Undefined
- ☐ SBIR
- ☐ BAA or PRDA
- ☐ IFB
- ☒ Sole Source
- ☐ Competitive

Specialized Procurement

- ☐ 8 (a)
- ☐ BAA
- ☐ PRDA
- ☐ BAA/PRDA Subsequent Action
- ☐ RDSSP
- ☐ SBIR Phase 1
- ☐ SBIR Phase 2
- ☐ SBIR Phase 3
- ☐ STTR Phase 1
- ☐ STTR Phase 2

Program Manager

- ☒ PEO
- ☐ DAC
- ☐ Other

PR Lines Attached to Buy Plan

FY1455-99-0333 1

Contract Actions Attached to Buy Plan

none

Your In-Process Contract Actions

F33615-01-C-0003	P00001
F33657-02-C-0037	
F33657-02-C-0037	P00001
F33657-02-C-0037	P00002

Buy Plan Number

FA8507-04-C-0028

Edit

← Ok



How to Use ABSS PR in Contract

Notes:

1. You have already connected ABSS PR to Buy Plan.
2. You have already connected Buy Plan to Contract



How to Connect ABSS PR to Contract Action



Editing CLIN 0001

Select ACRN for Clin 0001

List of ACRNs on this action. Select ACRN for this CLIN. (Click headers to sort)

ACRN	Supplemental Accounting Line
------	------------------------------

OK

New

No ACRN

Close



How to Connect ABSS PR to Contract Action



Create ACRN

Enter ACRN ID:

AC

Unused Long Lines from the Buy Plan

* * * Manually Enter * * *

5733600000 293 472L 000000 000000 00000 000000 595600 F95600

Purchase Requests for the Long Line

FY4444990111110001	\$37,000.00
--------------------	-------------

← OK



How to Use the Bells and Whistles



Control Font Size



Buy Plans and Milestones

File Tools Reports **SetUp**

Click to Assign Select Columns to Display Search Edit

Font Size 8 Pitch 10 pitch **12 pitch**

Buyer **CHRISTOPHER D. MILLER**

BuyPlan Number	Next Open Mile:	Next Due Date	*	Tickler Due	Tickler Note
F55555-03-C-9999	Procurement	12 Nov 2003			
FA8507-04-C-0018 P00	Procurement Started	20 Oct 2003			
FA8507-04-C-0028	Proposals/Bids Received	08 Dec 2003		28 Nov 20	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 000	Pre-Procurement Activity St	20 Oct 2003		05 Nov 20	Leon late with latest lies
FA8507-89-C-9393 P00	Procurement Started	25 Sep 2003		20 Nov 20	George getting Gov't Property

NUMBER OF BUY PLANS = 6

Exit Edit Milestones To Work Basket



Change Tickler

click in Tickler column



Buy Plans and Milestones [File] [Tools] [Reports] [SetUp]

Click to Assign New PR ☐ Adv Search **Edit** Buyer: **CHRISTOPHER D. MILLER**

Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
Procurement Started	12 Nov 2003			
Procurement Started	20 Oct 2003			
Proposals/Bids Received	08 Dec 2003		28 Nov 2003	Dr Dave re-dating DD 1423
Procurement Started	21 Oct 2003			
Pre-Procurement Activity Started	20 Oct 2003		05 Nov 2003	Leon late with latest lies
Procurement Started	25 Sep 2003		20 Nov 2003	George getting Gov't Property

Buy Plan Tickler [X]

Leon still late with latest lies

Due Date: 28 NOV 2003 **Delete**

Save

NUMBER OF

Exit **Edit Milestones** **To Work Basket**



Select Columns to Display



Buy Plans and Milestones

File Tools Reports **SetUp**

Click to Assign! Select Columns to Display Search
Font Size

BuyPlan Number	Next Open Milestone
F55555-03-C-9999	Procurement Started
FA8507-04-C-0018 P00001	Procurement Started
FA8507-04-C-0028	Proposals/Bids Recei
FA8507-04-C-0030	Procurement Started
FA8507-04-D-0019 0001	Pre-Procurement Activ
FA8507-89-C-9393 P00002	Procurement Started

NUMBER OF BUY PLANS = 6

Exit

Select Columns to Display

☒ Buy Plan Number (can't be unchecked) ☐ Check All

☒ Next Open Milestone

☒ Due Date for Next Open Milestone

☐ Start Date of Buy Plan

☐ Award Date (forecasted)

☐ Buyer

☐ Office Symbol of Buyer

☐ Obligation Value

☐ Face Value

☐ Type Document

☐ Standard Scheduled Days - number of workdays to complete effort

☐ Scheduled Days - usually same as Standard unless buyer changed

☐ Age - how many work days since Start Date

☐ Forecasted Days - from Start Date to Award

☐ Days Behind Schedule

☒ Tickler Bomb

☒ Tickler Due Date

☒ Tickler Note

← Clear OK



List Contract Actions Without Buy Plans



Buy Plans and Milestones

File Tools Reports SetUp

Click to

Print to Excel

List Contract Actions Without Buy Plans

Local Reports

BuyPlan N

F55555-03-C-9999	Procurement
FA8507-04-C-0018 P00001	Procurement
FA8507-04-C-0028	Proposal
FA8507-04-C-0030	Procurement
FA8507-04-D-0019 0001	Pre-Procurement
FA8507-89-C-9393 P00002	Procurement

NUMBER OF BUY PLANS = 6

Exit

Microsoft Excel - Rename_This_If_You_Want_to_Save_This.csv				
File Edit View Insert Format Tools Data Window Livelihood Help				
10 B I U \$ % , .00 .00				
A1 = Buyer Name				
	A	B	C	D
470	John Webb	PKB	F33657-03-R-0002	
471	Margaret Yarrington	ASC/RAK	F33657-02-1-0001 P00001	
472	Margaret Yarrington	ASC/RAK	F34567-02-C-0004	
473	Kenneth Zurcher	ASC/RAK	F08635-98-C-0001 P00012	
474	Kenneth Zurcher	ASC/RAK	F12345-02-R-0000 0001	
475	Kenneth Zurcher	ASC/RAK	F29601-01-1-0001	
476	Kenneth Zurcher	ASC/RAK	F29601-01-1-0002	
477	Kenneth Zurcher	ASC/RAK	F29601-01-2-0000	
478	Kenneth Zurcher	ASC/RAK	F29601-01-C-0001	
479	Kenneth Zurcher	ASC/RAK	F29601-01-C-0002	
480	Kenneth Zurcher	ASC/RAK	F29601-02-R-0000	
481	Kenneth Zurcher	ASC/RAK	F33657-01-C-0022 P00002	
482	Kenneth Zurcher	ASC/RAK	F33657-01-C-0022 P00005	
483	Kenneth Zurcher	ASC/RAK	F33657-02-1-0020	
484	Kenneth Zurcher	ASC/RAK	F33657-02-1-0020 P00001	
485	Kenneth Zurcher	ASC/RAK	F33657-02-R-0044	
486	Kenneth Zurcher	ASC/RAK	F33657-93-G-3044 000802	
487	Kenneth Zurcher	ASC/RAK	F33657-99-C-1236 P00002	
488	Kenneth Zurcher	ASC/RAK	F33657-99-C-2044 P00009	
489	Kenneth Zurcher	ASC/RAK	F33657-99-C-2044 P00010	
490	Kenneth Zurcher	ASC/RAK	F34567-02-M-0001	
491	Kenneth Zurcher	ASC/RAK	F49620-00-1-0328 P00004	
492				
493	Number of Actions: 490			
494				
495				
496	Search run on 12 Nov 2003 10:41			
497				



List Contract Actions Without Buy Plans



Buy Plans and Milestones

File Tools Reports SetUp

Delete Buy Plan **New PR** ☐ Adv Search Edit Buyer **CHRISTOPHER D. MILLER**

Exit

	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
F55555-03-C-9999	Procurement Started	12 Nov 2003			
FA8507-04-C-0018 P00001	Procurement Started	20 Oct 2003			
FA8507-04-C-0028	Proposals/Bids Received	08 Dec 2003		28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003		05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003		20 Nov 200	George getting Gov't Property

ConWrite

Can't delete - Buy Plan is too far along.

OK

NUMBER OF BUY PLANS = 6

Exit Edit Milestones To Work Basket

Buyer can only delete if Procurement Started actual date is blank



Local Reports



Buy Plans and Milestones

File Tools Reports SetUp

Click to Print to Excel List Contract Actions Without BuyPlans Search [Edit]

Buyer CHRISTOPHER D. MILLER

BuyPlan N	Local Reports	None	Next Due Date	*	Tickler Due	Tickler Note
F55555-03-C-9999	Procurement Started		12 Nov 2003			
FA8507-04-C-0018 P00001	Procurement Started		20 Oct 2003			
FA8507-04-C-0028	Proposals/Bids Received		08 Dec 2003	🚩	28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started		21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started		20 Oct 2003	🚩	05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started		25 Sep 2003	🚩	20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 6

Exit Edit Milestones To Work Basket

The ConWrite Administrator can create Local Reports that the buyer can run.



Advance Search



Buy Plans and Milestones [Window Controls]

File Tools Reports SetUp

Click to Assign New PR ☐ Adv Search **Edit** Buyer: **CHRISTOPHER D. MILLER**

BuyPlan Number	Next Open Milestone	Next Due Date	*	Tickler Due	Tickler Note
F55555-03-C-9999	Procurement Started	12 Nov 2003			
FA8507-04-C-0018 P00001	Procurement Started	20 Oct 2003			
FA8507-04-C-0028	Proposals/Bids Received	08 Dec 2003		28 Nov 200	Dr Dave re-dating DD 1423
FA8507-04-C-0030	Procurement Started	21 Oct 2003			
FA8507-04-D-0019 0001	Pre-Procurement Activity Started	20 Oct 2003		05 Nov 200	Leon late with latest lies
FA8507-89-C-9393 P00002	Procurement Started	25 Sep 2003		20 Nov 200	George getting Gov't Property

NUMBER OF BUY PLANS = 6

Exit **Edit Milestones** **To Work Basket**



Advance Search 2



Advance Search Buy Plans
File Search Library

LIMIT TO
☒ In-process
☒ Awarded

☒ This Buyer's Buy Plans
☒ This Office Symbol **MSG/PI**

☒ Buy plans that start with **FA8507**

☒ Obligation - at least \$ **100,000**
☒ Obligation - no more than \$ **1,000,000**

☒ Face Value - at least \$ **250,000**
☒ Face Value - no more than \$ **2,000,000**

TYPE LIMITATIONS
Contracts
☒ Competitive
☒ Sole Source
☒ SBIR
☒ BAA/PRDA
☒ IFB
☒ Undefined

Mods
☒ Funding
☒ Bilateral
☒ Unilateral
☒ Undefined

Orders
☒ Purchase Orders
☒ Delivery Orders
☒ Task Orders
☒ Undefined Order

Other
☒ Assistance Instruments
☒ BOA

TEMPORAL LIMITATIONS
☒ Limit to Buy Plans **Awarded**

☐ This month: November
☐ This quarter: October to December
☐ This fiscal year: Oct 1 to today
☒ Between **01 Oct 2003** and **23 Oct 2003**

COLUMNS TO DISPLAY
☒ Next Open Milestones
☒ Next Due Date
☐ Start Date
☐ Award Date
☐ Buyer
☐ Office Symbol
☐ Obligation \$
☐ Face \$
☐ Std Scheduled Days
☐ Scheduled Days
☐ Age
☐ Forecasted Days
☐ Days Behind Schedule
☒ Tickler Picture
☒ Tickler Due Date
☒ Tickler Note

Clear

LIBRARY
☒ Open Library ☐ Save to Library

< unnamed >
Select all Buy Plans that are assigned to MILLERCD, with Buy Plan numbers that start with FA8507, that are in-process or awarded, which were awarded, between 10/01/2003 and 10/23/2003, with a obligation amount of \$100,000 or more, with a obligation amount of \$1,000,000 or less,

Clear

Search



End of Buyer's Briefing

Any questions ?